


STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
**POLICY AND PROCEDURES**

P & P No.	25-1004	Page	1 OF 1
Effective Date May 1, 1985			
Supersedes P & P No.		Dated	
NEW			
APPROVED BY 			

SUBJECT

VESSEL RECEIVING

DIVISION Alaska Marine  
Highway System

SECTION  
ADMIN. SUPPORT

CHAPTER TITLE  
SUPPLY

**PURPOSE:**

To outline a standard procedure for vessels to follow when receiving goods.

**POLICY:**

Personnel of the Alaska Marine Highway System will utilize uniform methods and procedures when receiving goods on the vessels.

**DISTRIBUTION:**

All Holders of the Policy and Procedures Manual (Alaska Marine Highway System)  
All Warehouse Personnel and All Vessel Personnel

**PROCEDURE:**

The following personnel are required to be available to receive and sign for stores in any port where they can reasonably expect to have stores delivered:

STEWARD DEPARTMENT:

Chief Steward: M/V LeConte, M/V Aurora, M/V Bartlett, M/V Tustemena  
2nd Steward/Storekeeper: M/V Taku  
Storekeeper: M/V Malaspina, M/V Matanuska, M/V Columbia  
Master or his Designee: M/V Chilkat

DECK DEPARTMENT:

Chief Mate or designee: All Vessels

ENGINE DEPARTMENT:

Chief Engineer or designee: All Vessels

PURSER DEPARTMENT:

Chief Purser: All Vessels except the M/V Chilkat  
Master or designee: M/V Chilkat

The receiving personnel will check the goods received against quantities ordered and note shortages and overages. Any discrepancies found will be reported to the warehouse personnel and noted on the pre-print vessel requisition. When there is a shortage warehouse personnel will check their physical inventory to determine if they made an error. If they find that they have made an error they will correct the count on the next sailing. If they do not find an error in their inventory they will notify the vessel that the correct quantities were sent and notify the regional supply officer who will investigate the discrepancy and report his findings to the Administrative Officer.

When goods are ordered to be delivered directly to vessel personnel the warehouse will fill out a bill of lading which will be signed by vessel personnel upon receipt of the goods. A bill of lading will also accompany goods being shipped from the Seattle Receiving Station to Juneau. A bill of lading will accompany all shipments to the requesting vessel from the Juneau Warehouse. Upon receipt by the vessel the items will be checked against the original order and the stock request or delivery order will be signed off and sent to the Juneau Central Office Supply Section.